

WHAT IS A BLOG?

Blog is short for weblog. A weblog is a journal/diary/newsletter that is available for public viewing on the internet. Blogs are updated frequently.

WHY BLOG?

The primary value of blogging isn't just the networking with peers, it is also a tool that helps students express their knowledge and insights. Another important benefit of blogging is communicating and interacting with members of the community who they may traditionally have had a tougher time reaching such as parents and anyone in the community who is concerned about education.

BENEFITS OF BLOGGING

Blogging is easy to use. It is not as complicated as designing your own website from scratch, as it has ready-made templates in place for the Blogger to manipulate to his/her advantage.

Blogging is free to use in some cases, and is in fact with Blogger.com. This allows quick and easy publishing of material, without set-up costs and maintenance costs.

Blogs help communicate to an audience without the fuss of sending out newsletters or other paper-based sources. Plus it can be edited and updated regularly.

It enables 24/7 access for students, parents and community members.

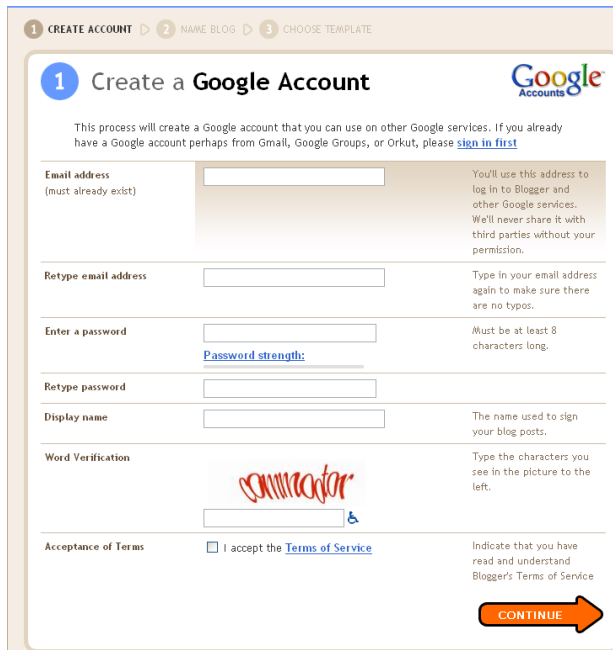
CREATE A BLOG USING BLOGGER

Open **Internet Explorer**

In the **Address Bar** type in: www.blogger.com

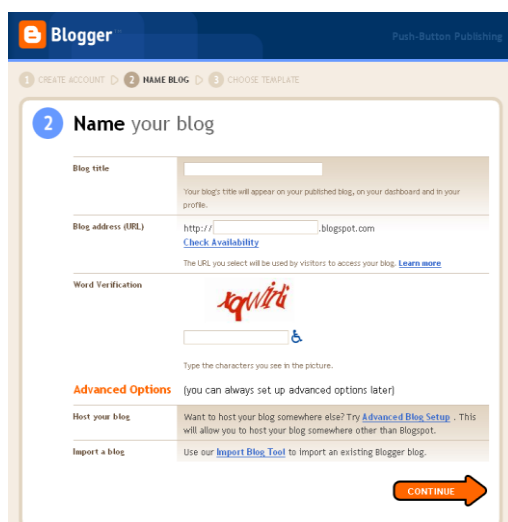


You may use an existing Gmail account. Otherwise, click on [CREATE A BLOG](#) It's easy, and only takes a minute. and you will be prompted to setup a Google mail account.



The screenshot shows the '1 Create a Google Account' step of the Blogger setup process. It includes fields for Email address, Retype email address, Enter a password, Retype password, Display name, and Word Verification. A 'CONTINUE' button is at the bottom right.

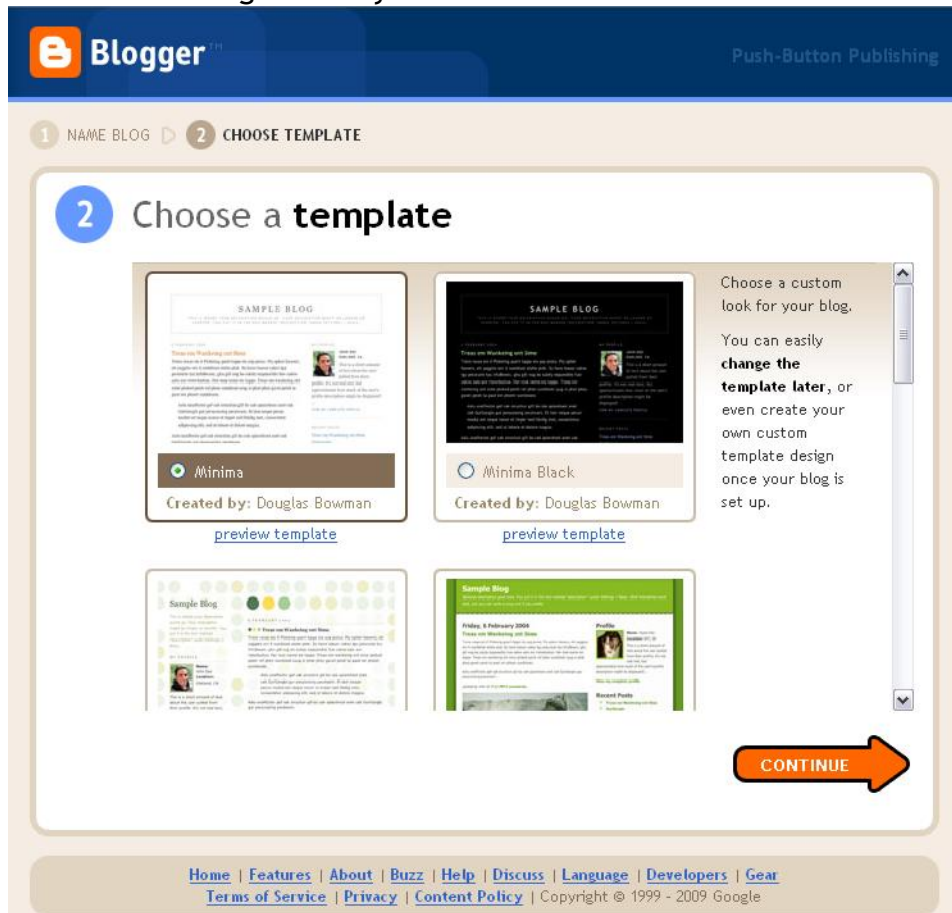
Here you create the **title** of your blog and a web address for your blog. Your **blog address** will always end in **blogspot.com**. Choose an appropriate name for the title of the Blog and the Blog Address (URL). Make sure you [Check Availability](#) of your **Blog name** to ensure the URL is free.




The screenshot shows the '2 Name your blog' step of the Blogger setup process. It includes fields for Blog title, Blog address (URL), and Word Verification. There are also links for 'Check Availability' and 'Learn more'. An 'Advanced Options' section is at the bottom, and a 'CONTINUE' button is at the bottom right.

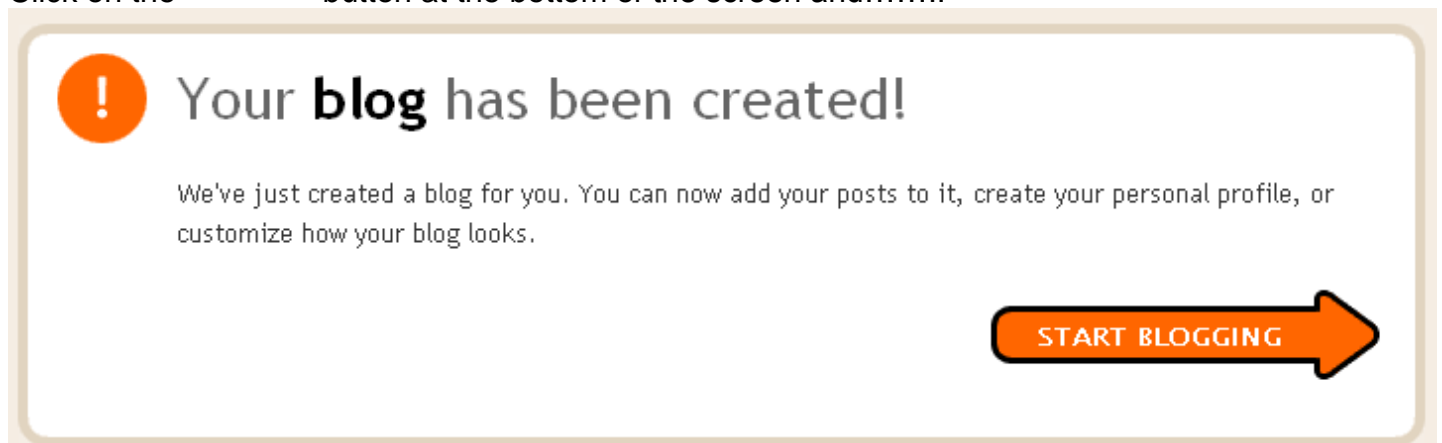
CHOOSE TEMPLATE

This can be changed at any time.



There are a range of styles and colours for the template to provide a look and feel for your blog. *When you become more advanced there are other templates you can embed.*

Click on the  button at the bottom of the screen and.....



You are ready to begin! Select the  button.

SIGNING IN

Remember you will always sign in to Blogger using a Gmail account. Log in up the top of the Blogger page.




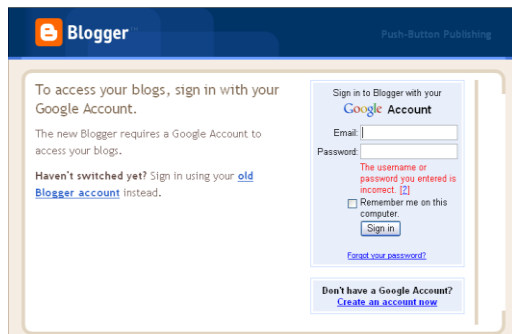
Sign in to use Blogger with your Google Account

Username (Email): Password:

☐ Remember me (?)

[SIGN IN](#)

or select the  button which will take you to a screen like this:



Blogger Push-Button Publishing

To access your blogs, sign in with your Google Account.

The new Blogger requires a Google Account to access your blogs.

Haven't switched yet? Sign in using your [old Blogger account](#) instead.

Sign in to Blogger with your **Google Account**

Email:

Password:

The username or password you entered is incorrect. [x]


☐ Remember me on this computer.

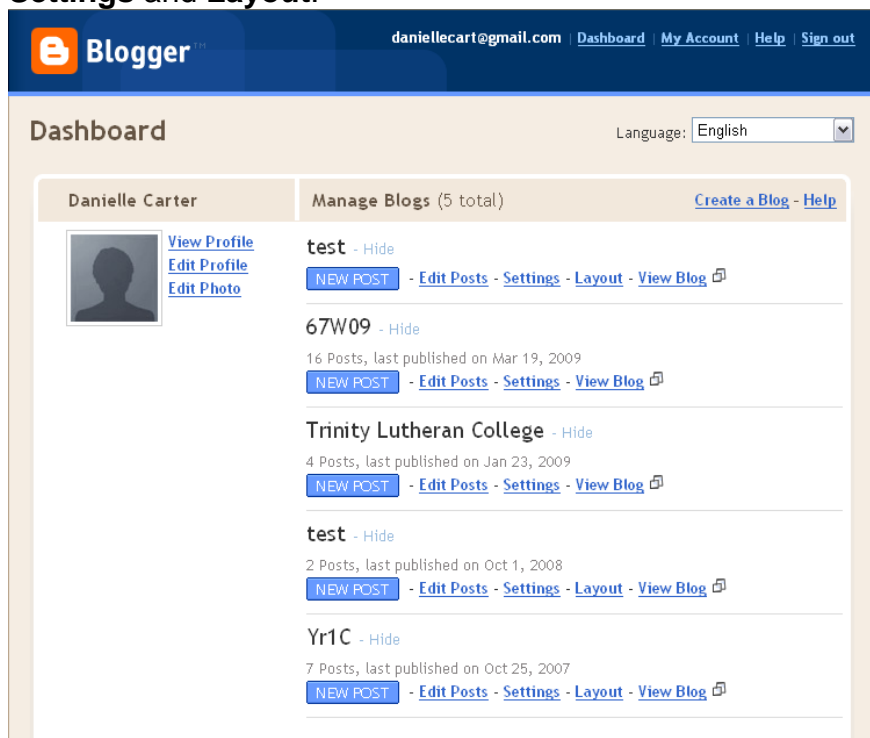
[Sign in](#)

[Forgot your password?](#)

Don't have a Google Account? [Create an account now](#)

MANAGING YOUR BLOG

Once you have signed in, you are now at the  **Dashboard**. This is the control panel of the Blog. You can manage your blogs through the main uses of **Posts**, **Settings** and **Layout**.



Blogger daniellecart@gmail.com [Dashboard](#) [My Account](#) [Help](#) [Sign out](#)

Dashboard Language: English

Danielle Carter [View Profile](#) [Edit Profile](#) [Edit Photo](#)

Manage Blogs (5 total) [Create a Blog - Help](#)

test - Hide
[NEW POST](#) - [Edit Posts](#) - [Settings](#) - [Layout](#) - [View Blog](#)

67W09 - Hide
16 Posts, last published on Mar 19, 2009
[NEW POST](#) - [Edit Posts](#) - [Settings](#) - [View Blog](#)


Trinity Lutheran College - Hide
4 Posts, last published on Jan 23, 2009
[NEW POST](#) - [Edit Posts](#) - [Settings](#) - [View Blog](#)

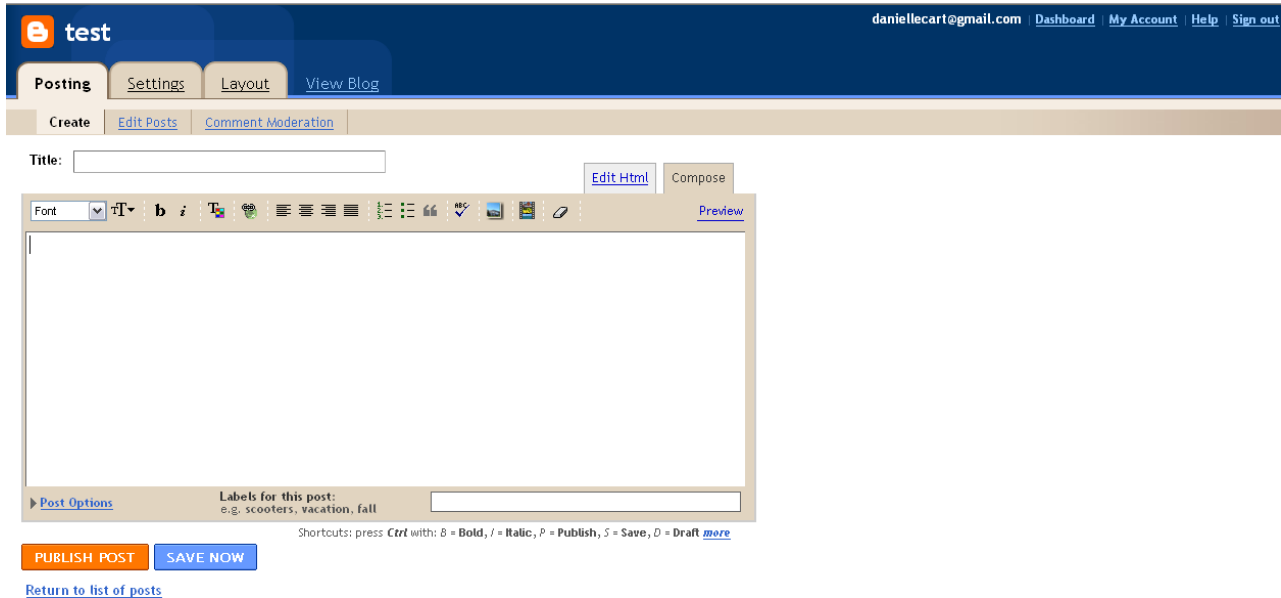
test - Hide
2 Posts, last published on Oct 1, 2008
[NEW POST](#) - [Edit Posts](#) - [Settings](#) - [Layout](#) - [View Blog](#)

Yr1C - Hide
7 Posts, last published on Oct 25, 2007
[NEW POST](#) - [Edit Posts](#) - [Settings](#) - [Layout](#) - [View Blog](#)

You are able to have numerous Blogs that can be stored under your account.

ADDING A POST

The posting tab or  button is where you type in an opinion, a comment or anything at all.





The screenshot shows the Blogger dashboard for a user named 'test'. The top navigation bar includes links for 'Posting', 'Settings', 'Layout', and 'View Blog'. Below this, there are tabs for 'Create', 'Edit Posts', and 'Comment Moderation'. The 'Compose' editor is open, featuring a 'Title' field, a 'Font' dropdown, and various text formatting icons (bold, italic, text color, background color, bulleted list, numbered list, link, unlink, undo, redo). A 'Labels' section is visible with the example text 'e.g. scooters, vacation, fall'. At the bottom, there are 'PUBLISH POST' and 'SAVE NOW' buttons, and a link to 'Return to list of posts'.

Various tools are available to shape the appearance of the text.



Hover the mouse cursor over the icon and a description of the function will be displayed.

You also have the option to embed multimedia ( pictures, animation and  video) and hyperlinks in a post.

Once you have completed your post, you can choose to  which will save the post as a draft, or to  which will publish to the web.


PUBLISH POST

After clicking the **PUBLISH POST** Publish Post button, the post is sent to the blog on the web. You may edit the contents of the Blog at any time.

On your **Dashboard** you can find the link to edit posts or work on drafts.

Yr1C - [Hide](#)

7 Posts, last published on Oct 25, 2007

[NEW POST](#) - [Edit Posts](#) - [Settings](#) - [Layout](#) - [View Blog](#) 

View Blog will allow you to see a preview of your post.

Yr1C

Thursday, October 25, 2007

October

We have started Term 4 investigating churches. We visited different churches and discovered many things.

Enjoy our insights at:


http://media.switchpod.com//users/wots_wot/1CChurches.wmv

Posted by Danielle Carter at 12:15 AM 1 comments

Tuesday, August 14, 2007


A Wonderful Show and Share

Charlotte shared a great story with us this week about the Ugly Duckling. She drew a life cycle and explained it to the class. enjoy her picture!



Blog Archive


- ▼ 2007 (7)
 - ▼ **October** (1)
 - October
 - August (2)
 - July (1)
 - May (1)
 - March (2)



About Me

Danielle Carter

[View my complete profile](#)



You can also delete posts or continue to work on drafts.

[Posting](#)
[Settings](#)
[Layout](#)
[View Blog](#)

[Create](#)
[Edit Posts](#)
[Comment Moderation](#)

[NEW POST](#)

[SEARCH](#)

Label Actions...
 Select: [All](#), [None](#)


Your Posts: [All](#), [Drafts](#), [Scheduled](#), [Imported](#), [Published](#)
1 - 7 of 7

<input type="checkbox"/>	Edit	View	► October	1 comment	10/25/07	by Danielle Carter	Delete
<input type="checkbox"/>	Edit	View	► A Wonderful Show and Share	4 comments	8/14/07	by Danielle Carter	Delete
<input type="checkbox"/>	Edit	View	► August Podcast	2 comments	8/2/07	by Danielle Carter	Delete
<input type="checkbox"/>	Edit	View	► July 2007	2 comments	7/31/07	by Danielle Carter	Delete
<input type="checkbox"/>	Edit	View	► May 2007	2 comments	5/15/07	by Danielle Carter	Delete
<input type="checkbox"/>	Edit	View	► March Audio	3 comments	3/28/07	by Danielle Carter	Delete
<input type="checkbox"/>	Edit	View	► March	15 comments	3/17/07	by Danielle Carter	Delete

[PUBLISH SELECTED](#)
[DELETE SELECTED](#)

1 - 7 of 7

To delete unwanted comments use the **Edit Posts** menu.

Click on the **comment hyperlink** and it will display the posted comments for the post. Under each post there is a  to delete the comment.

 [Edit](#) [View](#) ▶ A Wonderful Show and Share [4 comments](#) 8/14/07 by Danielle Carter [Delete](#)

4 COMMENTS:

 **Danielle said...**

What a beautiful drawing you have done Charlotte! Well done. I have also enjoyed looking at the wonderful 2D shapes that you did in July. Rory your 2D shape was amazing and you used a lot of different shapes.
I look forward to seeing you in class soon,
Robyn Clarke

August 16, 2007 2:40 AM



MANAGING BLOG SETTINGS

In the **Dashboard**, Select **Settings**.

You will be faced with a few different drop down menus.

This is whether you wish your blog to be in the Blogger.com directory. Select No if you do not wish it to be.

Add your blog to our listings?

Yes ▼

A Listed blog may be linked to from Blogger.com, such as the Blogger home page, Blogger Play, and Next Blog. If you select "No" your blog will not appear in these places, but it will still be available on the Internet. This blog will still be displayed on your profile unless you hide it. [Edit displayed blogs.](#)

If you are hosting an open blog- it might be worthwhile not to have it searchable in Google.

Let search engines find your blog?

No ▼

If you select "Yes" we will include your blog in Google Blog Search and ping [Weblogs.com](#). If you select "No", everyone can still view your blog but search engines will be instructed not to crawl it.

This easy editing tool for your blogs is to be recommended. Set to **Yes**.

Show Quick Editing on your Blog?

Yes ▼

When you're logged in to Blogger, edit your posts from your blog with one click.

This setting allows visitors to email your blog posts to their friends. Again the option to allow shared comments of important posts is favourable.

Show Email Post links?

 ▼

Email Post links let your visitors easily email posts from your blog to their friends.

Adult content will give warning messages- it is hope that teachers monitor children's posts.

Adult Content?

 ▼

If Yes is selected, viewers of your blog will see a warning message and will be asked to confirm that they want to proceed to your blog.

The final two settings apply to all the blogs you create.

The **Compose Mode** editor allows you to write posts in normal text without having to worry too much about HTML. Recommended!

Global Settings (Applies to all of your blogs.)

Show Compose Mode for all your blogs?

 ▼

Adds a Compose mode to your Post Editor. (Also sometimes known as a [wysiwyg](#) editor.)

Enable transliteration?

 ▼in [Learn more](#)

Adds a button to the toolbar for converting words from English to the selected language. (You may later change the language in the Post Editor). Your transliteration corrections will be saved to help Google improve this tool. See [Privacy Policy](#) for details.

CHANGING THE BLOG CONDITIONS

You have complete control over all aspects of the Blog. Appearance can be changed at any time.

Access to the blog can also be regulated, just click on the **Settings** tab.



It is here you can look at the **Search Engines** option, **Comment settings**, **Permissions...**
Setting Permissions

You can restrict who can see the Blog, and who can post to the Blog by selecting the [Permissions](#) tab.

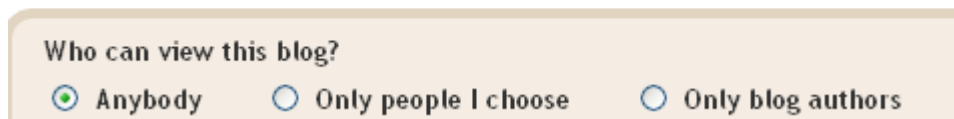
You can add authors to your blog and

Blog Authors Your blog can have up to 100 authors.



choose who can read your blog.

Blog Readers Your blog can have up to 100 readers.



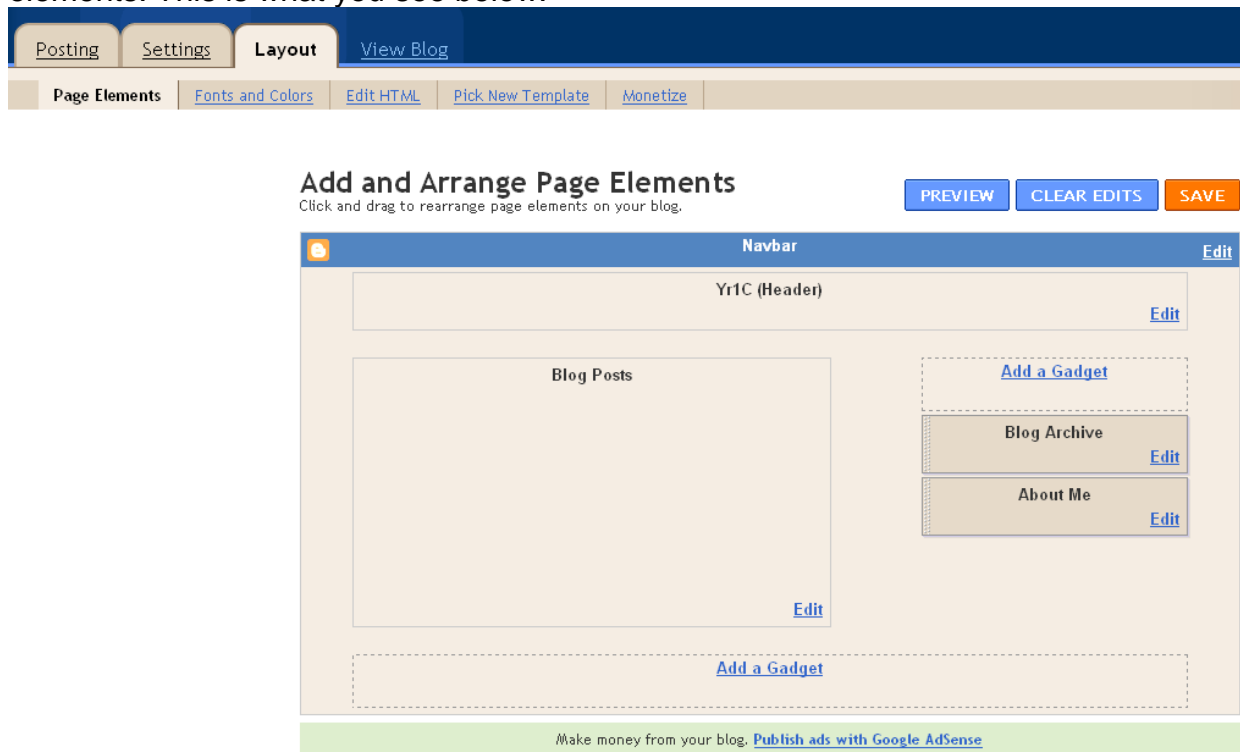
MANAGING & CREATING PAGE ELEMENTS

How do you get all the fancy parts of the blog to appear?

The process of adding posts, pictures, HTML and hyperlinks to the blog is all done through an easy to use drag and drop system.

In the **Dashboard**, Select [Layout](#).

What you have is the parts that make up the blog people will view. These are called page elements. This is what you see below:

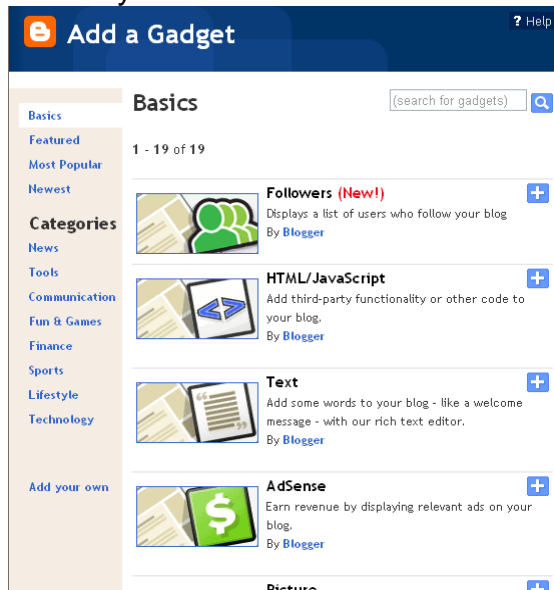


MOVING PAGE ELEMENTS

To move existing page elements around, all you do is move the cursor arrow over an element until it changes from the white arrow into the black dragging tool. Then drag it to the place you desire.


ADDING A PAGE GADGET

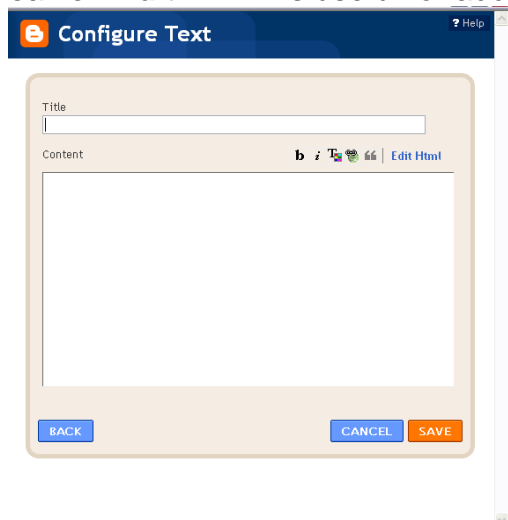
To add a new gadget, click on [Add a Gadget](#) and then you will have a choice of which type of feature you wish it to use.



[PREVIEW](#) offers a view of the blog before it is published. [CLEAR EDITS](#) undoes any changes made to the blog. [SAVE](#) stores the gadget on your blog as it is.

ADDING TEXT

Underneath Text, click on the  **gadget** . The **Configure Text** menu appears. It is a refined version of the **Create Post** menu you used earlier. **Edit HTML** is useful for adding in hyperlinks to your text.

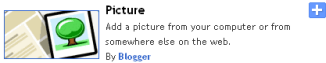


Select [SAVE](#) and then you will have it appear under that gadget section.



ADDING PICTURES

To add a picture in the gadget area, click on [Add a Gadget](#). In the [Basics](#) category select



Add a title, caption and choose to link or upload from your computer.



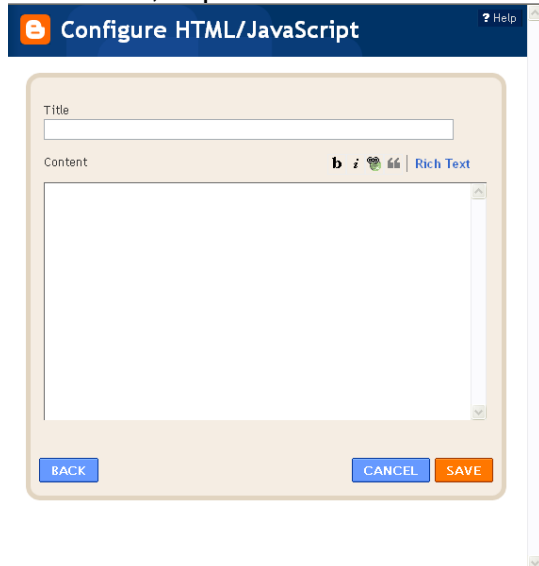
Select [SAVE](#) and then you will have it appear under that gadget section.

ADDING HTML/JAVASCRIPT

To add a HTML/JAVA SCRIPT from a third part in the gadget area, click on [Add a Gadget](#). In the


 category select  **HTML/JavaScript** . Add third-party functionality or other code to your blog. By Blogger

Add a title, caption and choose to link or upload from your computer.



The image shows a 'Configure HTML/JavaScript' dialog box. It has a title bar with the Blogger logo and the text 'Configure HTML/JavaScript'. Inside the dialog, there is a 'Title' text field at the top. Below it is a 'Content' text area with a rich text editor toolbar containing icons for bold, italic, link, and unlink, followed by a 'Rich Text' label. At the bottom of the dialog are three buttons: 'BACK', 'CANCEL', and 'SAVE'.

However, in the content box all you have to do is copy in HTML Code for whatever application you need, and when you **View Blog** it will display the graphic, image or content you desired. It gives you the opportunity to put a title and a caption of your image.

Select  and then you will have it appear under that gadget section.

ADDING LINK LIST

To add a collection of your favorite sites, blogs, or web pages in the gadget area, click on



Here you enter the title of the link, and copy and paste in the web address in the box marked New Site URL. Once you have done so, click on **Add Link**. Links can be sorted alphabetically.



BACK

CANCEL

SAVE

Title

Number of links to show in list

Leave blank to show all links

Sorting

Don't Sort

New Site URL

http://

New Site Name

ADD LINK

BACK

CANCEL

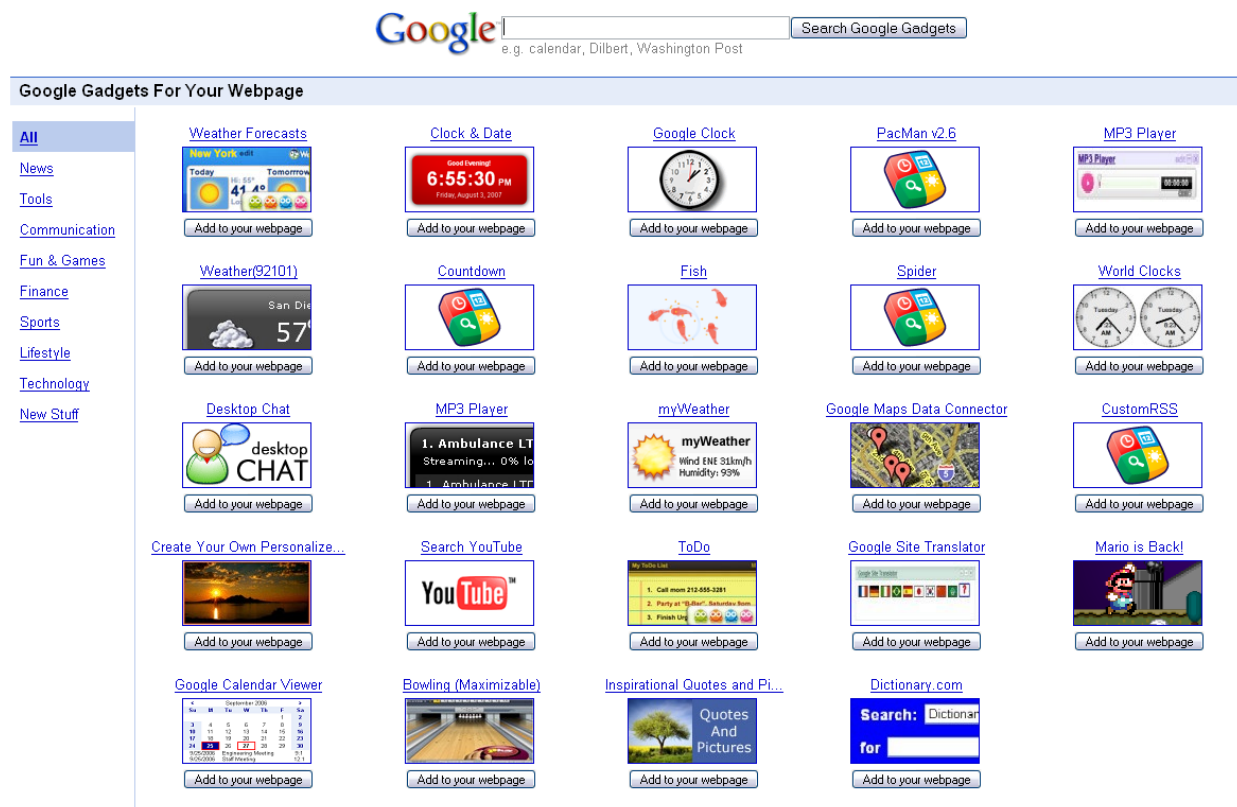
SAVE

Blogger offers many gadgets. Just be careful of the advertising that might appear with the gadget as it might not be suitable for children.

Additional gadgets can be added to the Blog. Typically this could be a calendar, a ClusterMap of visitors to the Blog, or one of many other elements available.

Google Gadgets for your Webpage are available online from this URL.

www.google.com/ig/directory?synd=open&source=gapi



Or




25 Great Blogger Widgets

<http://mashable.com/2009/01/26/blogger-widgets/>

Many Web 2.0 products allow them to embed in your blog.

A logo or picture can be added to the blog heading, or to the 'About Me' user profile.

Danielle Carter



[View Profile](#)
[Edit Profile](#)
[Edit Photo](#)